

## FF Special Retirement Coverage

Standard Position Description (SPD)# F224

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. F224	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Supervisory Range/Forestry Technician*		GS		455/462		07	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Supervisory Range/Forestry Technician*		GS		455/462		07	

16. Organizational Title of Position (if different from official title) Supervisory Logistics Dispatcher		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Ch Fire & Aviation Signature (signed) L. BARKOW Date JAN 18 1991	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position GS-455/462	
Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist		Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature _____ Date 11/21/90			
23. Position Review	Initials	Date	Initials
a. Employee (optional)			
b. Supervisor			
c. Classifier			

24. Remarks SUBJECT TO DRUG TESTING *Interchangeable based upon primary vegetation of the unit.	
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Supervisory Range/Forestry Technician, GS-455/462-7  
Supervisory Logistics Coordinator  
Position No. F224

## INTRODUCTION

This position is located in an Alaska Fire Service, BIFC, State Office or zone fire suppression coordinating center organization which is primarily responsible for supporting firefighting efforts. The primary purpose of this position is to serve as a logistics coordinator in support of requests for manpower, equipment, or aircraft received from sub-offices within the organization. It has been determined that the employee must have prior firefighting experience and training to anticipate needs, fill requests with appropriate resources, and determine priorities and possible alternatives.

## DUTIES

A. Is responsible for overseeing the processing of resource order requests for personnel, equipment, and/or aircraft within the logistics unit. Monitors completion of these requests in a timely, efficient manner by subordinate support dispatchers. Coordinates with lower and higher level dispatch/logistics organizations on resource order timeframes, changes caused by scarcity of resources, and possible future needs if emergency continues.

B. On a daily basis determines availability and status of resources both within and outside the unit, ensures this information is posted in a timely manner by subordinates. Monitors and analyses information concerning current and forecasted state or zone fire weather and lightning data and makes recommendations concerning additional or extended manning and prepositioning of resources. Makes recommendations and develops internal office operating plans and state/zone mobilization guides.

C. Operates and/or supervises the operation by subordinates of various logistics telecommunications systems including the Administrative Fire Fighting Information Retrieval System (AFFIRMS), Initial Attack Management System (IAMS), Automated Lightning Detection System (ALDS), electronic mail, and other computer systems.

D. Ensures the completion of daily, weekly, monthly, and season-end reports, records, and summaries.

E. Directs the processing of requests from units for prescribed fire or non-fire resources.

F. Trains subordinates in logistics office operations. Serves as the supervisor for subordinate employees. As assigned, participates in employee selections. Develops performance standards, explains standards to employees, and assigns performance ratings. Discusses grievances with employees and attempts to resolve them informally. Provides information to supervisor on formal grievances. Approves leave for short time periods, recommends leave for longer periods. Monitors and makes recommendations for additional manning during high fire activity periods; rearranges office schedules to meet emergency needs. Recommends overtime for specific situations.

FACTORSFactor 1, Knowledge Required by the Position

Knowledge of standard fire dispatch procedures and guidelines used in dispatch of personnel, aircraft, equipment, and supplies for wildfire/prescribed burn occurrences to update guidelines, propose changes to guidelines, issue internal instructions for other dispatchers, and resolve novel and/or unusual procedures of lower graded dispatchers involved in dispatching.

Knowledge of fire suppression tactics, methods and procedures and safety precautions sufficient to (1) perform logistics coordination functions for a variety of agencies with varying internal procedures, (2) modify existing training packages and present dispatch training, and (3) devise alternative dispatch procedures to supplement preplanned dispatch guides which meet the needs of the fire suppression/prescribed fire organizations during fire occurrence periods.

Knowledge of fire suppression/prescribed fire computer programs and data output to (1) train subordinate dispatchers and other personnel in their use, and (2) devise solutions to entry/output problems.

Knowledge of fire suppression/prescribed fire equipment and tools for routine firefighting operations to participate in the signing of agreements for the supply of fire equipment and tools during an emergency, and to properly identify that equipment and its capabilities in preplanned dispatch guides.

Knowledge of standard dispatch guides; USDI, BLM, OAS, and FAA aviation regulations and administrative requirements; contract, rental and/or charter procurement methods and procedures; and the capabilities and limitations of a variety of fixed and rotary aircraft and other tools and equipment common to a firefighting organization in order to determine the best alternative for a specific fire.

Knowledge of the use of maps and their interpretation to train subordinate dispatchers and others to pinpoint locations received to ensure the quickest, most feasible, and economical transportation is used to move personnel, tools, and equipment to and from fire assignments.

Must have the ability to supervise others.

Ability to communicate effectively both orally and in writing.

Must have the ability to develop operating guidelines, train and/or use standard dispatch office equipment such as computers and facsimile machines.

Factor 2, Supervisory Controls

This position is under the general supervision of a logistics manager or other higher level fire suppression/management specialist. The supervisor defines the scope of the assignment, overall objectives, resources available, and the results expected. The logistics dispatcher takes independent action during both routine and emergency situations, determining priorities and anticipating needs within the guidelines and common operating practices. Specific guidance is received only when problems of conflicting needs or of a politically sensitive nature arise. Work is reviewed for compliance with overall goals of the organization and effectiveness in providing logistics services and support

to users.

### Factor 3, Guidelines

Guidelines include state/zone suppression plans and manual supplements, fire mobilization guides, bureau, departmental, OAS, and FAA aviation regulations, fire business management principles, and interagency cooperative agreements. During periods of high logistics support activity, the incumbent must use a high degree of judgment based upon experience, training, and interpretation of guidelines to arrive at safe, cost-effective solutions. Interprets guidelines and procedures for staff. Updates internal guides and procedures.

### Factor 4, Complexity

The incumbent provides support to the fire suppression program by acquiring needed people, aircraft, equipment, and supplies from various offices and agencies in order to accomplish the suppression of fires. Selects source of resources required for earliest arrival on the scene. Determines the logistics involved in moving these resources to fire locations. The fire program complexity demands close coordination within the Bureau/other agencies. Actions taken by the incumbent directly impacts the success of the program accomplishments. The work requires identifying choices, determining priorities, choosing alternatives, and taking or recommending actions to be taken for specific suppression efforts.

### Factor 5, Scope and Effect

The purpose of the position is to select and coordinate the movement of people, equipment, and supplies and to relay information and make reports. The work accomplished affects the ability of fire control personnel to respond in a timely and efficient manner to emergency situations.

### Factor 6, Personal Contacts

Contacts occur with personnel at national/regional area coordination centers, state and district offices, other Federal Agencies, the State Forestry Department, private protection agencies, and equipment suppliers and vendors.

### Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain information, clarify requests, provide facts, plan and coordinate services, advise on work efforts or status of orders, and, in some cases, resolve problems.

### Factor 8, Physical Demands

These duties in support of the fire suppression program involves sedentary office work. Periods of intense concentration, stress, and many overtime hours are common. May occasionally participate in field situations to facilitate program accomplishment. If assigned, must meet the step test and arduous physical requirements for fire camp assignments as a dispatcher.

### Factor 9, Work Environment

Work is normally performed in a modern office facility and environment. If assigned to work in fire camps, may be exposed to smoke conditions.